

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

TRANSPORT DRIVER

DEFINITION

Operates gasoline and diesel powered tractor-trailers and heavy trucks transporting supplies, materials and equipment to destinations inside and outside of Iowa; services and maintains assigned equipment; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Provides direction to helpers and loads/unloads supplies, equipment and materials by hand or using handtruck, dolly, lifts, pumps, hoists and winches; pads, stacks and secures for shipment.

Delivers/stacks merchandise on premises; collects payment or prepares and issues receipts for merchandise delivered and trip tickets; verifies load against shipping papers.

Operates heavy-duty tank trucks, flatbeds, lowboys, and specially adapted vehicles to transport perishable or flammable materials, logs, fire-fighting equipment and related heavy cargo.

Inspects tires, lights and brakes; checks gas and oil levels; performs emergency roadside repairs.

COMPETENCIES REQUIRED

Knowledge of motor vehicle laws, rules and regulations governing safe operation of heavy transport equipment.

Knowledge of the use of tools and equipment used in servicing and maintaining heavy trucks.

Ability to operate heavy trucks/tractor-trailers in a safe manner and make emergency equipment repairs.

Ability to read and write the English language, follow oral/written instructions and keep basic records and reports.

Ability to perform heavy manual labor.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

Experience equal to two years of full-time work operating heavy trucks or tractor-trailers exceeding four tons;

OR

satisfactory completion of a truck driving program approved by the Iowa Department of Education from a area community college or vocational school may be substituted for six months of the required experience.

NECESSARY SPECIAL REQUIREMENTS

All positions in this job class require applicants to possess a Commercial Drivers License class A or B at the time of hire. Endorsements may also be required.

NOTE:

May be subject to random drug and alcohol testing in accordance with rules established by the Federal Highway Administration.

Effective Date: 11/98 JG